

Title: Retail Reauthorization

Purpose

As WIC retailer/farmer agreements expire, a process must be in place to ensure the continuity of WIC service to participants.

Authority

State policy.

Policy

It is the policy of the Montana WIC Program to ensure retail continuity in service to WIC participants through the creation and application of subsequent retailer/farmer application process.

I. Subsequent Application Standards

- A. In addition to maintaining the standards for the initial application, a subsequent applicant must also meet the following standards:
 - 1. Within the last contract year, has maintained a minimum WIC participant/customer base:
 - a. 'Rural' retailers have redeemed at least ten (10) WIC benefits per month.
 - b. 'Urban' retailers (those located in Billings, Bozeman, Butte, Great Falls, Helena, Kalispell or Missoula) have redeemed at least thirty (30) WIC benefits per month.
 - 2. Has attended the required WIC training.
 - 3. Has successfully resolved and responded in writing, to all problems brought to their attention by the WIC Program within a sixty (60) day period.
- B. Retailers applying for subsequent authorization must submit an application within the requested timeline to avoid expiration of their current authorization.

II. Review Process

- A. Review of retailer/farmer files due to expire will start at least 120 days (i.e., four months) prior to expiration

III. Right of Refusal

- A. A retailer/farmer is not obligated to apply for subsequent WIC authorization. A retailer/farmer may withdraw from the WIC Program by written notification, stating the date termination is desired. The WIC stamp must be returned to the Montana WIC Program at that time.
- B. The Montana WIC Program will send a letter of acknowledgment to the retailer when the retailer stamp is received.
- C. The Montana WIC Program is not obligated to offer a retailer/farmer a subsequent MOU.